



# **SENIOR COMMISSION AGENDA REPORT**

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MEETING DATE SEPTEMBER 13, 2016

ITEM NUMBER: **8a**

SUBJECT: SENIOR INSTRUCTIONAL CLASS PROPOSAL

DATE: AUGUST 29, 2016

FROM: PARKS & COMMUNITY SERVICES DEPARTMENT/SENIOR CENTER

PRESENTATION BY: YVETTE AGUILAR, SENIOR CENTER PROGRAM ADMINISTRATOR

FOR FURTHER INFORMATION CONTACT: MARIANNA PENA, RECREATION COORDINATOR  
714-327-7544

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## **RECOMMENDATION**

Staff recommends that the Senior Commission approve the fee for one (1) new instructional class at the Costa Mesa Senior Center.

## **BACKGROUND**

Instructional classes are a valuable resource for older adults to become involved with new and exciting learning opportunities at a reasonable cost. Older adult classes are offered in a variety of areas providing a wide range of learning opportunities for senior residents.

Instructional classes are offered at the Senior Center and receive the benefit of City advertising in the monthly issue of *The Chronicle* and quarterly issue of the Recreation Guide, as well as staff support for registration.

Fees for instructional classes are brought before the Senior Commission for approval.

## **DISCUSSION**

City staff received a contract class application for one (1) new instructional class. The class description and proposed fee for the class are attached (Attachment 1).

Additionally, staff contacted Huntington Beach, Irvine, and Newport Beach for a fee comparison and found that those cities either do not offer the class proposed or that the class fees are comparable.

## **FISCAL REVIEW**

Revenue estimates are based on the class fee per participant times the minimum/maximum number of participants.

**1. All About Google**

Expected revenue: \$33.00 (City Portion @ 20%) x 4 (min) = \$26.40

Expected revenue: \$33.00 (City Portion @ 20%) x 6 (max) = \$39.60

**LEGAL REVIEW**

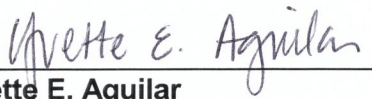
No legal review is required for this item.

**ALTERNATIVES CONSIDERED**

1. Commission could approve the fee for the one (1) new instructional class.
2. Commission could not approve the fee for the one (1) new instructional class.

**CONCLUSION**

Staff reviewed the proposed instructional contract class to ensure that the senior community would receive quality service. Staff recommends that the Senior Commission approve the fee for one (1) new instructional classes.

  
**Yvette E. Aguilar**  
Senior Center Program Administrator

  
**Justin Martin**  
Recreation Manager

  
**Tamara S. Letourneau**  
Assistant Chief Executive Officer

Attachments:

1. Proposed Fee for New Senior Instructional Class

**COSTA MESA SENIOR CENTER  
PROPOSED FEE FOR NEW SENIOR INSTRUCTIONAL CLASS  
EFFECTIVE OCTOBER 2016**

Senior Center staff are submitting the following new instructional class fee proposal for approval. Fees are rounded up when total is \$.50 or more and rounded down when total is \$.49 or less.

**The following proposed class is a senior instructional class and will be at the Costa Mesa Senior Center.**

**1. All about Google**

This is a single, 3-hour class, taught by Joel Lander, that will explore many of the outstanding free Google programs. A discussion of the Google search engine, G-mail, Google maps, photos, calendar, and much more will be held. Handouts included.

Instructor: Joel Lander  
Minimum/Maximum: 4/6  
Duration: 1 day class  
180 minutes/class

Proposed Fee: \$33/1 day session (180 minutes of instruction) + \$5 (Administrative Fee) = \$38

\$33 x CITY PORTION 20% = \$6.60

\$33 x INSTRUCTOR PORTION 80% = \$26.40